



## MEMORANDUM

**TO:** All Superintendents

**FROM:** Teresa Hemmerle, Fiscal Analyst  
Office of School Finance

**DATE:** August 27, 2010

**SUBJECT:** Reminder Regarding Annual Financial Report

This is a follow up to an earlier memorandum regarding publication of the Annual Financial Report. Schools are required to publish the report one time annually, **not earlier than August 1 or later than August 15 of each year.**

I.C. 5-3-1-3(g) states that each school corporation shall submit a copy of the Annual Financial Report to the Department of Education, and that the Department shall make it available for public inspection. Please mail your Annual Financial Report on or before August 31, 2010, to the Office of School Finance, 151 W. Ohio Street, Indianapolis, IN 46204-2798. The Reports will be made available for public inspection in the Department of Education's Professional Library.

If you have questions concerning the Annual Financial Report, please contact Teresa Hemmerle at (317) 232-0844.